

<b>INVITATION FOR BID</b>	<b>If, at the time of the scheduled bid opening, City Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed to the same time on the next normal business day. Bids will be accepted until that date and time.</b>
<b>FILE NO:</b> 6109A	
<b>COMMODITY:</b> Locks, Hardware, Accessories for pick up as needed for all City and School Departments	
<b>NAME OF BIDDER:</b>	
<b>BIDDER'S FED. ID.</b>	

TO: Cynthia H. Griffin, Purchasing Agent PH: (617)349-4310 FX: (617)349-4008  
795 Massachusetts Avenue, Room 303  
Cambridge, MA 02139

The undersigned submits this sealed bid to provide the commodity or services identified above, described in the specifications herein and advertised in the **CAMBRIDGE CHRONICLE** on **Thursday, July 4, 2013** which is to be opened and publicly read at the Office of the Purchasing Agent, City Hall, 795 Mass. Ave., Room 303, Cambridge, MA at 11:00 a.m. on **Thursday, July 18, 2013**. **Parking is limited at this location. It is strongly recommended that bids are mailed or delivered in advanced of the due date and time. Late proposals will not be accepted. This bid may be downloaded from the City's web site, [www.CambridgeMA.gov](http://www.CambridgeMA.gov), Online Services, Purchasing Bid List, Invitation for Bid, File No. 6109A.**

The undersigned certifies that this bid is made without collusion with any other person, firm or corporation making any other bid or who otherwise would make a bid. The undersigned agrees to furnish the commodity or services in strict accordance with the bid documents, which consist of this Invitation for Bid and all attachments hereto. **"The submitted bid must be without conditions, exceptions or modifications to the bid document"**.

The envelope containing the bid must be labeled: "This envelope contains a bid for - **Locks, Hardware and Accessories for pickup as needed for all City and School Departments** opened at 11:00 A.M. on Thursday, July 18, 2013". The bid and all documents submitted with it are public records. This bid process and the award of the contract are made in conformity with M.G.L. c. 30B, unless otherwise stated. See other side of this form for General Terms and Conditions that shall become part of any Contract awarded through this Invitation for Bid.

**This bid includes addenda numbered:** \_\_\_\_\_

**SIGNATURE OF BIDDER:** \_\_\_\_\_

**TITLE OF SIGNATORY** \_\_\_\_\_

**ADDRESS OF BIDDER** \_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

Please check one of the following and insert the requested information:

( ) Corporation, incorporated in the State of: \_\_\_\_\_

( ) Partnership. Names of partners: \_\_\_\_\_

( ) Individual: \_\_\_\_\_

**Name of Bidder:** \_\_\_\_\_

TO: Cynthia Griffin, Purchasing Agent  
City Hall, Cambridge, Massachusetts 02139

The undersigned hereby proposes to provide: **Locks, Hardware, Accessories for pick up as needed for all City and School Departments..**

The City may award up to two contracts as a result of this Invitation for Bid. The contracts will be awarded to the responsive and responsible bidders offering the lowest total price. The contracts awarded will be for a period of one year. All discounts must remain FIRM during the entire contract period.

The Contract will be awarded within forty-five days of the bid opening unless award date is extended by consent of all parties concerned.

Prior to bid opening, a bidder may correct, modify or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope with a notation on the envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the date and time of the bid opening.

**Please submit your bid in duplicate. One original and one copy. No hard binders please.**

**A sample contract is attached hereto. The Bidder must be willing to sign the City's contract. The City will not accept a bidder's terms & conditions.**

#### **Questions**

**Questions concerning the Invitation for Bid including any exceptions to the specifications must be submitted in writing by 3:00 p.m. on Wednesday, July 10, 2013. All questions shall be put in writing and faxed to the Office of the Purchasing Agent at 617-349-4008. An addendum will be posted to the website to notify all bidders of the questions and answers. Bidders will not be notified individually of Addendums.**

Please review the bidders list on the website. If your firm is not listed on the bidders list, please click on "Registry" and notify us that you have downloaded the bid document

#### **Confidentiality and Public Record Law**

All bids or other materials submitted by the vendor in response to this invitation to Bid will be open for inspection by any person in accordance with the Massachusetts Public Record Law.

#### **Bid Results**

The tab sheet and the contract award information will not be mailed to the bidders individually. A tab sheet with the bid results will be posted to the website soon after the bid opening. The tab sheet will include the "contract award" information as soon as it is determined.

#### **Invoicing**

The contractor shall be able to provide weekly invoices to multiple departments.

#### **Specifications**

The Contractor shall be qualified to make and duplicate keys for all standard brand name locks, including, but not limited to, "Arrow", "BEST", "CorbinRusswin", "MEDECO", "Sargent", and "Schlage", locks on an "as needed" basis. For convenience of service, the contractor shall be located within a ten-mile radius of the City of Cambridge Public Works Department, 147 Hampshire Street, Cambridge, MA.

**Name of Bidder:** \_\_\_\_\_

Contractor shall carry the following types of locks, hardware, and accessories:

AC/DC Power Supplies  
Access Systems  
AUE-1 Locks  
Auxiliary Locks  
Backsets  
Battery Packs for wireless locksets  
CAT 15  
CAT30  
CAT50  
CAT 60  
Cylinders  
Cylindrical locks  
Deadbolts  
Door Closers  
Double Cylinder Deadbolts  
Electric Locks  
Electronic Card Key Devices  
Exit Devices  
High Security Locksets  
Key and Knob Locks  
Key Pad Locks  
Keys  
LCN Door Closers  
Life Safety Hardware  
Locks  
Locksmith Tools  
Mortise Locks  
Night LatchesPadlocks  
Panic Bars  
Pull Handles  
Striker Pads

- B. The contractor shall carry the following types of hardware:  
Backsets

***Cylinders***

Door closers, including LCN door closers  
Double-cylinder deadbolts  
Electric locks  
Electric strikes  
Electronic card-key devices  
Exit devices  
Key-and-knob locks; key-pad locks; pad locks (including CAT 15,CAT 30, CAT 50, and CAT 60);  
cabinet and mortise locks; AUE-1 locks  
Life/Safety hardware  
Mag locks  
Night latches  
Pull handles  
Striker plates

Name of Bidder: \_\_\_\_\_

C. The contractor shall carry, at a minimum, the following brands of hardware, including, but not limited to:

Adams Rite  
Arrow  
Baldwin  
Best  
CCL  
Chicago  
Corbin  
Dorma  
HID  
HES  
Iico  
Master  
Medeco  
Norton  
Russwin  
Sargent  
Schlage  
Von Duprin  
Yale

**QUALITY REQUIREMENTS**

A "NO" response, a failure to respond, or a failure to meet any of the following Quality Requirements will result in a rejection of your bid.

Circle "YES" or "NO" for each of the following requirements:

1. Bidder shall be located within a ten-mile radius from City Hall, 795 Massachusetts Ave, Cambridge, MA, 02139.

YES

NO

2. The bidder has five years of experience in the sales and supply of Lock Hardware & Accessories.

YES

NO

**BID SUBMISSION REQUIREMENTS:**

Bidder shall provide three commercial references including telephone numbers and contact names evidencing experience. The City reserves the right to use itself as a reference.

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1. Submit address within a 10 mile radius of City Hall, 795 Massachusetts Ave, Cambridge, MA, 02139.

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Name of Bidder: \_\_\_\_\_

**Price Proposal Section A**

**In order to be considered all bidders shall fill in a discount from 0-99% in the discount column for all items listed.**

Item	Manufacturer	Title & No. of Price List/Catalog	Discount %
LH-1	Adams Rite		
LH-2	Arrow		
LH-3	Baldwin		
LH-4	Best		
LH-5	CCL		
LH-6	Chicago		
LH-7	HES		
LH-8	Ilco		
LH-9	Master		
LH-10	Medeco		
LH-11	Norton		
LH-12	CorbinRusswin		
LH-12	Sargent		
LH-13	Schlage		
LH-14	VonDuprin		
LH-15	Yale		
LH-16	Dorma		
LH-17	HID		

**See next page for Price Proposal Summary.**

**. All discounts submitted shall remain firm.**

**Name of Bidder:\_\_\_\_\_**

**Price Proposal Summary Section B- All discounts are to remain firm.**

(Example: **Cost for LH1** estimate @ 1,500 annually less the **10% discount** = \$1,350.00  
(See Section A)

Cost for LH-1 (estimated @ \$1,500 annually) less the \_\_\_\_\_ discount = \$ \_\_\_\_\_

Cost for LH-2 (estimated @ \$1,500 annually) less the \_\_\_\_\_ discount = \$ \_\_\_\_\_

Cost for LH-3 (estimated @ \$1,500 annually) less the \_\_\_\_\_ discount = \$ \_\_\_\_\_

Cost for LH-4 (estimated @ \$1,500 annually less the \_\_\_\_\_ discount = \$ \_\_\_\_\_

Cost for LH-5 (estimated @ \$1,500 annually) less the \_\_\_\_\_ discount = \$ \_\_\_\_\_

Cost for LH-6 (estimated @ \$1,500 annually less the \_\_\_\_\_ discount = \$ \_\_\_\_\_

Cost for LH-7 (estimated @ \$1,500 annually) less the \_\_\_\_\_ discount = \$ \_\_\_\_\_

Cost for LH-8 (estimated @ \$1,500 annually) less the \_\_\_\_\_ discount = \$ \_\_\_\_\_

Cost for LH-9 (estimated @ \$1,500 annually) less the \_\_\_\_\_ discount = \$ \_\_\_\_\_

Cost for LH-10 (estimated @ \$1,500 annually) less the \_\_\_\_\_ discount = \$ \_\_\_\_\_

Cost for LH-11 (estimated @ \$1,500 annually) less the less the \_\_\_\_\_ discount = \$ \_\_\_\_\_

Cost for LH-13(estimated @ \$1,500 annually) less the discount less the \_\_\_\_\_ discount = \$ \_\_\_\_\_

Cost for LH-14(estimated @ \$1,500 annually) less the discount less the \_\_\_\_\_ discount = \$ \_\_\_\_\_

Cost for LH-15 (estimated @ \$1,500 annually) less the \_\_\_\_\_ discount= \$ \_\_\_\_\_

Cost for LH-16 (estimated @ \$1,500 annually) less the \_\_\_\_\_ discount = \$ \_\_\_\_\_

Cost for LH-17 (estimated @ \$1,500 annually) less the \_\_\_\_\_ discount = \$ \_\_\_\_\_

If the City requires lock hardware and accessories other than those listed above, the contractor agrees to provide such lock hardware and accessories less a discount from manufacturer's price list. Please provide a list of these manufacturers with this bid.

( estimated @ \$1,500 annually less the \_\_\_\_\_ discount = \$ \_\_\_\_\_

Total of all items listed above: \$ \_\_\_\_\_  
Total

Total in words: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

Email address: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

**Americans with Disabilities Act (42 U.S.C. 12131)  
Section 504 of the Rehabilitation Act of 1973  
Tax Compliance/Anti-Collusion Statement**

The Americans with Disabilities Act (the "Act") applies to all employers of fifteen or more employees. All vendors that are subject to the Act must comply with its provisions. In further compliance with the Act, all Contractors who enter into contracts with the City are prohibited from discrimination against the City's employees, regardless of the size of the Contractor.

The Act protects against discrimination on the basis of "disability", which is defined as a physical or mental impairment that substantially limits at least one "major life activity"; discrimination against a person having a history or record of such impairment; and discrimination against an individual regarded - even if inaccurately - as having such an impairment. The Act also expressly prohibits discrimination that is based on an individual's relationship or association with a disabled person.

The bidder shall not discriminate against any qualified employee or job applicant with a disability and will make the activities, programs and services covered by any contract awarded through this procurement readily accessible to and usable by individuals with disabilities. To be qualified for a job, or to avail oneself of the bidder's services, the individual with the disability must meet the essential eligibility requirements for receipt of the bidder's services or participation in the bidder's programs or activities with or without: 1) reasonable modifications to the bidder's rules, policies and practices; 2) removal of architectural, communication, or transportation barriers; or, 3) provisions of auxiliary aids and services.

By submitting its bid, the bidder certifies to the City of Cambridge that it understands and will comply with all applicable provisions of the Act, including compliance with applicable provisions of Section 504 of the Rehabilitation Act of 1973, if the bidder is receiving federal funds.

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals

As required by M.G.L. c. 62C, §49A, the undersigned certifies under the penalties of perjury that the bidder has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Print Name of person signing bid)

\_\_\_\_\_  
(Signature & Title)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Name of Bidder: \_\_\_\_\_

**CORI COMPLIANCE FORM**

Persons and businesses supplying goods and/or services to the City of Cambridge ("Vendors"), who are required by law to perform CORI checks, are further required by Section 2.112.060 of the Cambridge Municipal Code to employ fair policies, practices and standards relating to the screening and identification of persons with criminal backgrounds through the CORI system. Such Vendors, when entering into contracts with the City of Cambridge, must affirm that their policies, practices and standards regarding CORI information are consistent with the policies, practices and standards employed by the City of Cambridge as set forth in the City of Cambridge CORI Policy ("CORI Policy") attached hereto.

**CERTIFICATION**

The undersigned certifies under penalties of perjury that the Vendor employs CORI related policies, practices and standards that are consistent with the provisions of the attached CORI Policy. **All Vendors must check one of the three lines below.**

1. \_\_\_\_\_ CORI checks are not performed on any Applicants.
2. \_\_\_\_\_ CORI checks are performed on some or all Applicants. The Vendor, by affixing a signature below, affirms under penalties of perjury that its CORI policies, practices and standards are consistent with the policies, practices and standards set forth in the attached CORI Policy.
3. \_\_\_\_\_ CORI checks are performed on some or all Applicants. The Vendor's CORI policies, practices and standards are not consistent with the attached CORI Policy. Please explain on a separate sheet of paper.

\_\_\_\_\_  
(Typed or printed name of person  
signing quotation, bid or Proposal)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Name of Business)

**NOTE:**

**The City Manager, in his sole discretion may grant a waiver to any Vendor on a contract by contract basis.**

**Instructions for Completing CORI Compliance Form:**

**A Vendor should not check Line 1 unless it performs NO CORI checks on ANY applicant. A Vendor who checks Line 2 certifies that the Vendor's CORI policy conforms to the policies, practices and standards set forth in the City's CORI Policy. A Vendor with a CORI policy that does NOT conform to the City's CORI Policy must check Line 3 and explain the reasons for its nonconformance in writing. Vendors, who check Line 3, will not be permitted to enter into contracts with the City, absent a waiver by the City Manager.**

**This form must be submitted with your bid**

**Name of Bidder:** \_\_\_\_\_



### City of Cambridge CORI Policy

1. Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment or volunteer work, the following practices and procedures will generally be followed.
2. CORI checks will only be conducted as authorized by Criminal History Systems Board (CHSB). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
3. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the CHSB.
4. Prior to initiating a CORI check, the City will review the qualifications of the applicant to determine if the applicant is otherwise qualified for the relevant position. The City will not conduct a CORI check on an applicant that is not otherwise qualified for the relevant position.
5. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
6. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
7. If, in receiving a CORI report, the City receives information it is not authorized to receive (e.g. cases with dispositions such as not guilty or dismissal, in circumstances where the City is only authorized to receive convictions or case-pending information), the City will inform the applicant and provide the applicant with a copy of the report and a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record* so that the applicant may pursue correction with the CHSB.
8. If the City of Cambridge is planning to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the City's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position and given an opportunity to dispute the accuracy and relevance of the CORI record.
9. Applicants challenging the accuracy of the criminal record shall be provided a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the applicant, the City of Cambridge will make a determination based on a comparison of the CORI record and documents provided by the applicant. The City of Cambridge may contact CHSB and request a detailed search consistent with CHSB policy.
10. If the City of Cambridge reasonably believes the record belongs to the applicant and is accurate, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
  - (a) Relevance of the crime to the position sought;
  - (b) The nature of the work to be performed;
  - (c) Time since the conviction;
  - (d) Age of the candidate at the time of offense;

- (e) Seriousness and specific circumstances of the offense;
  - (f) The number of offenses;
  - (g) Whether the applicant has pending charges;
  - (h) Any relevant evidence of rehabilitation or lack thereof;
  - (i) Any other relevant information, including information submitted by the candidate or requested by the City.
11. The Personnel Department will assist affected departments, in assessing the suitability of candidates in accordance with paragraph 10 a through i above, to ensure consistency, fairness, and protection of employment opportunities and the public interest.
  12. The City of Cambridge will notify the applicant of the decision and the basis of the decision in a timely manner.
  13. CORI information shall not be disseminated or shared with any unauthorized employees or other, but shall be maintained in confidence consistent with the obligations of law.

Revised May 5, 2007

**ORDINANCE NUMBER 1312**

**Final Publication Number 3155. First Publication in the Chronicle on December 13, 2007.**

**City of Cambridge**

**In the Year Two Thousand and Eight**

**AN ORDINANCE**

**In amendment to the Ordinance entitled “Municipal Code of the City of Cambridge”**

**Be it ordained that Cambridge Municipal Code Chapter 2.112 is hereby amended by adding a new Section 2.112.060 entitled “CORI Screening by Vendors of the City of Cambridge” as follows:**

Adding after Section 2.112.050 the following new sections:

**SECTION 2.112.060**

**CORI SCREENING BY VENDORS OF THE CITY OF CAMBRIDGE**

**Sections:**

**2.112.061 Purpose**

**2.112.062 Definitions**

**2.112.063 CORI-Related Standards of the City of Cambridge**

**2.112.064 Waiver**

**2.112.065 Applicability**

**2.112.061 Purpose**

These sections are intended to ensure that the persons and businesses supplying goods and/or services to the City of Cambridge deploy fair policies relating to the screening and identification of persons with criminal backgrounds through the CORI system.

**2.112.062 Definitions**

Unless specifically indicated otherwise, these definitions shall apply and control.

*Awarding Authority* means the City of Cambridge Purchasing Agent or designee.

*Vendor* means any vendor, contractor, or supplier of goods and/or services to the City of Cambridge.

**2.112.063 CORI-Related Standards of the City of Cambridge**

The City of Cambridge employs CORI-related policies, practices and standards that are fair to all persons involved and seeks to do business with vendors that have substantially similar policies, practices and standards. The City of Cambridge will do business only with vendors who, when required by law to perform CORI checks, employ CORI-related policies, practices, and standards that are consistent with policies, practices and standards employed by the City of Cambridge. The awarding authority shall consider any vendor's deviation from policies, practices and standards employed by the

City of Cambridge as grounds for rejection, rescission, revocation, or any other termination of the contract.

**2.112.064 Waiver**

The City Manager may grant a waiver to anyone who or which has submitted a request for waiver if it is objectively reasonable; and the City Manager, or a delegate, shall report promptly in writing to the City Council all action taken with respect to every request for a waiver and the reasons for the decision.

**2.112.065 Applicability**

If any provision of these sections imposes greater restrictions or obligations than those imposed by any other general law, special law, regulation, rule, ordinance, order, or policy then the provisions of these sections shall control.

In City Council January 28, 2008.  
Passed to be ordained by a yeas and nays vote:-  
Yeas 9; Nays 0; Absent 0.  
Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

D. Margaret Drury  
City Clerk

**City of Cambridge  
Articles of Agreement**

**Commodity:**

**File Number:**

This agreement is made and entered into this **05/09/2013**, by and between the **City Of Cambridge** ("the CITY"), a municipal corporation organized and existing under the laws of the **Commonwealth of Massachusetts**, and **xxxxxxxxxxxxxx** a corporation duly organized and existing under the laws of the **State of XXXXXX** ("the Contractor").

**Address:** xxxxxxxxxx, xxxxxxxxxx, xxxxx, xxxx

**Telephone:**

**: Fax**

**Email**

**Article I. Definition.** "This Contract" as used herein shall mean these Articles of Agreement and "the bid documents," which include, but are not limited to, the instructions to bidders, the Contractor's bid or proposal, the specifications, the general conditions, the requirements, the applicable addenda, and all documents and forms submitted with the Contractor's bid or proposal that were accepted by the City.

**Article II. Duration.** The Contractor shall commence the performance of this contract for the period beginning on **xx/xx/xx** and ending on **xx/xx/xxx**.

**Article III. Terms.** The Contractor agrees to provide the services all in accordance with the bid documents of xxxxxxxxx

**Contract Value:**

**Article IV. Payment.** The City agrees to pay to Contractor the sum set forth in the Contractor's bid or proposal. **Contractor shall invoice the xxxxxxxxxxxxxxxx Department to which it provided the service, not the Purchasing Department.**

**Article V. Termination.** The following shall constitute events of default under this Contract requiring immediate termination: a) any material misrepresentation made by the Contractor, b) any failure by the Contractor to perform any of its obligations under this Contract including, but not limited to, the following: (i) failure to commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Contractor's reasonable control, (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this Contract within the specified time due to a reason or circumstance within the Contractor's reasonable control, (iii) failure to perform this Contract in a manner reasonably satisfactory to the City, (iv) failure to promptly re-perform within reasonable time the services that were rejected by the City as erroneous or unsatisfactory, (v) discontinuance of the services for reasons not beyond the Contractor's reasonable control, (vi) failure to comply with a material term of this Contract, including, but not limited to, the provision of insurance and nondiscrimination, and (vii) any other acts specifically and expressly stated in this Contract as constituting a basis for termination of this Contract.

Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days notice.

**Article VI. Damages.** From any sums due to the Contractor for services, the City may keep for its own the whole or any part of the amount for expenses, losses and damages as directed by the Purchasing Agent, incurred by the City as a consequence of procuring services as a result of any failure, omission or mistake of the Contractor in providing services as provided in this Contract.

**Article VII. Conflict.** In the event there is a conflict between these Articles and the bid documents, the bid documents shall supersede these articles.

**Name of Bidder:** \_\_\_\_\_

**Article VIII. Governing laws and ordinances.** This Contract is made subject to all the laws of the Commonwealth and the Ordinances of the City and if any such clause thereof does not conform to such laws or ordinances, such clause shall be void (the remainder of the Contract shall not be affected) and the laws or ordinances shall be operative in lieu thereof.

**Article IX. Performance Security.** Upon execution of this Contract by the Contractor, the Contractor shall furnish to the City security for the faithful performance of this Contract in the amount of \_\_\_\_\_ of the value of the bid in the form of a performance bond issued by a surety satisfactory to the city or in the form of a certified check.

**Article X. Equal Opportunity.** the Contractor in the performance of all work under this contract will not discriminate on the grounds of race, color, sex, age, religious creed, disability, national origin or ancestry, sexual orientation, marital status, family status, military status, or source of income in the employment practices or in the selection or retention of subcontractors, and in the procurement of materials and rental of equipment. The city may cancel, terminate or suspend the contract in whole or in part for any violation of this article.

**Article XI. Assignability.** the Contractor shall not assign, sell, subcontract or transfer any interest in this contract without prior written consent of the city.

In witness whereof the parties have hereto and to three other identical instruments set their hands the day and year first above written.

**Approved as to Form:**

**The Contractor: xxxxxxxxxxxxx**

\_\_\_\_\_  
**Nancy E. Glowa**  
**City Solicitor**

\_\_\_\_\_  
**Signature and Title**

\_\_\_\_\_  
**Robert W. Healy**  
**City Manager**

\_\_\_\_\_  
**Cynthia H. Griffin**  
**Purchasing Agent**

**Name of Bidder:** \_\_\_\_\_